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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

Report Weekly
**RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE**

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
18 June 1953

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief	<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center;"> </div>	0	1
Rcds. Mgt. Section		1	11
Rcds. Center Section		1	1
Mail Control Section		2	36
		4	49

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1. No. on leave three days or more:

Records Mgt. Section-	1
Mail Control Section-	3
Records Center Sec.-	2

2. No. on special detail out of office 2. How long?

Records Mgt. Section-	1
Records Center Section-	0
Mail Control Section-	1

3. Where: **One Records Analyst to Jackson Commission.**
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section-	1
Records Center	- 0
Mail Control	- 16

5. Specific cases on item 4 not in previous reports. _____

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Resignation - clerk-steno.

Transferring - from Mail Control Section to
Records Management and Distribution Br.

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6. New applicants interviewed 2. Recruited by Personnel 2.
Recruited by this office -.

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7. Remarks:

On Monday, 15 June 1953, [] accepted a position with the telephone branch on a five week trial basis.

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On Wednesday, 17 June 1953, [] GS-4 Courier detailed to OCI, was informed that an action to elevate him to a GS-5 Courier would be initiated with the provision that it would be necessary to perform regular courier duties. (The OCI positions are classified as GS-4). He refused to accept the promotion under these conditions. It is understood that [] contacted the Inspector General in regard to this matter.

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A schedule for Records Management and Records Center Saturday work has been set up. This will leave a small stand-by force on duty and will materially reduce the overtime previously expended in the Records Center operations.

B. Administration and Problems:

An analyst has been assigned to develop a Training Manual covering the proposed Agency filing system. It is anticipated that this Manual will be used by the Office of Training in conducting the filing course and that it can be distributed to Area Records Officers for their use in training personnel who will be working on each new installation ~~they make~~.

During the development of the metal desk tray, Mr. Miller of Safemasters, Inc. asked for approval to patent the tray. In investigating the ramifications involved, [] of the Office of the General Counsel was contacted. In [] opinion, Mr. Miller has the legal right to obtain the patent regardless of the Agency's approval or disapproval. However, [] feels that the patent should contain a clause giving the Government license to purchase the tray without payment of a royalty fee if Mr. Miller will agree to it. Mr. Miller has been informed of this and was requested to have such a clause included in the patent.

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The training bulletin covering the proposed Volume and File Identification Inventory has been distributed to Area Records Officers in the DD/A area and the DD/I area. Prior to distributing the bulletins to the DD/I area, [] was contacted and at his request, we have attached a route slip to each bulletin distributed with the following statement: "The attached bulletin is forwarded as a guide for a possible first step in your Records Management Program. However, because records problems vary from Office to Office, you may decide to use a different approach. Please call [] if you have any questions."

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APPENDIX B

Week ending 18 June 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images Filmed - Rotary Camera	8,495	21,300
Flat-bed Camera	18,518	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	19	-
Reference to record material	164	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	964	549
Intelligence Reports	34	63
b. Supplemental Distribution:		
Information Reports	489	229
Intelligence Reports	135	160
Notices	6	54
Regulations	9	145
Others	1	5
c. Initial Distribution:		
Notices	1	3.8
Regulations	0	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,809	5,150
Outgoing	6,531	6,550
b. Postage expended	\$ 924.16	\$ 775.00
c. Scheduled courier trips	240	240
d. Special courier trips	82	33.4
e. Inter-agency mail by courier		
Incoming	1,419	770
Outgoing	2,204	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	3	-
Available but delayed	0	-
Not available	0	-

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